



## West Virginia Department of Agriculture

1900 Kanawha Blvd. E., Charleston, WV 25305  
304-558-3550

**Walt Helmick**  
Commissioner

### VACANCY ANNOUNCEMENT

**Title:** Payroll/Benefits/Personnel Administrator  
**Salary:** Commensurate with Experience  
**Headquarters:** Guthrie Agricultural Center, Charleston, WV  
**Send** Anne Oravec, Executive Assistant  
**Resume & WVDA** West Virginia Department of Agriculture  
**Application to:** 1900 Kanawha Boulevard, East  
Charleston, WV 25305-0170  
Phone: 304-558-2221  
E-mail: [aoravec@wvda.us](mailto:aoravec@wvda.us)  
**Required Application may be obtained at:**  
*[www.agriculture.wv.gov/Resources](http://www.agriculture.wv.gov/Resources)*  
**Closing Date:** Open Until Filled

**Nature of Work:** Under general supervision, performs at the professional level to process payroll for state employees, including: balancing earnings and deduction totals and maintaining related records; checking and auditing timekeeping records; analyzing financial records related to payroll and benefits transactions; establishing and maintaining employee personnel records; administering leave and other benefits; processing terminations; and assisting with general personnel administration. Work requires a broad-based knowledge in various areas to ensure compliance with Federal and State laws, and the rules, regulations, policies and guidelines, and business processes of the Department of Agriculture which apply to payroll, benefits and personnel issues. Performs related work as required. The Commissioner of Agriculture, Chief of Staff, and Division Director reserve the right to review and amend this job description at their discretion.

**Examples of Work:**

- Collect and compute wages and benefits data in order to process bi-weekly payroll cycles and budget projections for various types of employees.
- Inform employees, via telephone, correspondence, or personal contact, of information concerning requirements, benefits, rules and regulations. Advise appropriate course(s) of action or refer questions to appropriate area.
- Review proposed personnel actions for conformity to policies, procedures, rules, regulations and the law. Ensure timely processing of personnel transactions.
- Confer with inter- and intra-agency personnel to transact business, gather or discuss information with state or federal government contacts.
- Gather and compile information for state records, perform financial analyses, write reports, balance financial documents, and process and monitor payroll withholdings and benefits.
- Update records and contact employees to gather information.
- May represent the Department or Division Director in the area of assignment at in-house meetings.
- Maintain files of information in hard copy or electronic format as required. Provide reports for regular or intermittent review by agency management personnel and/or external parties.
- Identify the need and recommend changes in procedures, guidelines and formats. Devise and recommend solutions. Implement approved changes and monitor the results for continuous improvement of services.
- Maintain knowledge of current and applicable Federal and State payroll law, State government business practices, benefit regulations and/or guidelines, and other established procedures related to payroll or employee management.
- Assist with writing manuals in the area of assignment. Research issues and provide clarification recommendations for changes as needed. Describe new policies, procedures and legal issues thoroughly and accurately.
- May assist in briefing/training Division Directors, other agency management personnel, and/or the general employee population on new policies, procedures, or processes related to the area of assignment.
- Distribute information and coordinate employee responses related to new employee benefit enrollment or annual employee benefit renewal processes. Work with employee benefit providers to share information, answer questions, resolve agency or employee benefit issues, and process periodic billing of employee and/or employer shares of benefit expenses.
- Other duties as assigned.

**Working Conditions:**

Office environment, sitting, stooping, bending, walking, stretching/reaching, keyboarding, manual dexterity, visual acuity, lifting <= 20 lbs. Some travel required.

### **Required Knowledge, Skills and Abilities:**

- Knowledge of regulations, processes, and procedures in area of assignment, including all applicable State and Federal laws.
- Knowledge of State government financial and payroll systems.
- Knowledge of electronic or software-based employee timekeeping systems.
- Knowledge of general office practice and procedures.
- Ability to collect and compile accurate information.
- Ability to prepare flowcharts, graphs and special reports.
- Skilled in performing mathematical calculations accurately.
- Ability to carry out assignments of a complex and confidential nature independently with attention to detail and accuracy.
- Ability to conceptualize the nature of service difficulties and devise appropriate work processes, tools, and configurations to correct the problem.
- Ability to manage the activities involved in assigned projects.
- Ability to communicate effectively orally and in writing.
- Interpersonal skills to interact with co-workers, agency management, employees, other agencies, and the general public to establish and maintain effective working relationships.
- Maintain a positive, professional image as a representative of the Commissioner of Agriculture, the Department of Agriculture and the State of West Virginia.

### **Minimum Qualifications:**

- ♦ **Training:** Graduation from an accredited college or university with a major in the area of accounting, business administration, finance, human resources or related field.
- ♦ **Experience:** Three (3) years of full-time or equivalent part-time paid employment in a technical or advanced administrative position providing services such as accounting, budgeting, payroll/benefits, personnel administration, project monitoring and reporting preferred.

### **Additional Requirements:**

Satisfactory pre-employment drug and alcohol testing.

Satisfactory pre-employment law enforcement background investigation, including DMV records.

Must maintain a positive image of the Commissioner, West Virginia Department of Agriculture, and the State of West Virginia.